Approved For Release 2006/05/12 : CIA-RDP83-00058R000100160016-2

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SPECIAL BULLETIN

OFFICE OF TRAINING

No: 25-74 23 August 1974

To: All Training Officers of the Agency

ADP PROCUREMENT IN THE FEDERAL GOVERNMENT

23, 24 September 1974

Room 1216 Ames Bldg., 0900 - 1600 hours

SUMMARY

This two day full time course covers the special problems and factors involved in ADP Procurement in the Federal Government.

ENROLLMENT

Maximum: 20
Minimum: 10
Deadline for receipt for Form 73: 30 August 1974
Deadline for approval by OJCS: 6 September 1974

GENERAL INFORMATION

Applications for enrollment will be approved on the basis of need, which should be clearly specified in the appropriate section of the Form 73, Request for Internal Training. Mail requests directly to: EDP Training, 1 D 1605, Headquarters.

Objectives

The student will learn the procedures and regulations governing the procurement of ADP Software and Hardware in the Federal Government, especially as they apply to CIA.

Prerequisites

The student must be actively involved in the initation, processing or approval of ADP procurement.

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Course Designed For

Computer professionals who initiate ADP procurement proposals or perform technical evaluations of vendor's products and proposals.

Procurement Officers who are involved in the legal and administrative aspects of ADP procurement.

Method of Instruction

Government Sales Consultants, Inc. will provide instructors with professional experience in ADP procurement in the Federal Government. Copies of government regulations (GSA and CIA) will be distributed and discussed.

Outline of Course

1. Role of the General Services Administration
2. General Contracting Factors
3. ADP Procurement in Other Federal Agencies
4. Pricing and Evaluation Strategy
5. Proposal Evaluation and Contract Award
6. Relationships Between Different ADP Functions
7. Government Funding of ADP
8. ADP Policy Issues
9. Practical Applications

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Further Information

On course content call [ ]

On registration call [ ] ext [ ]

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